

ILP ACTIVITIES

2012 / 2013

KENTUCKY

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INTRODUCTION

FOR THE TEACHER

The purpose of these activities is to introduce students to the many features of Individual Learning Plan (ILP).

There are 15 activities that take students through the sections of the ILP:

- 1. Getting Started with Your ILP** introduces students to the Individual Learning Plan and how to log into their ILP.
- 2. Saving Your Career Matchmaker Results** shows students how to save their interest assessment results to their ILP.
- 3. Careers That Interest Me** allows students to save careers that they are considering to their ILP, and record their thoughts about these careers.
- 4. Schools That Interest Me** helps students find schools that offer the education and training they need to pursue their career goals, and save those schools to their ILP.
- 5. Scholarships & Financial Aid** helps students find and save information about scholarships and other financial aid programs for which they qualify.
- 6. Career & Life Goals** helps students reflect on and record their short and long-term goals.
- 7. Career Cluster Interests** walks students through the 14 Kentucky Career Clusters and allows them to record which clusters interest them and why.
- 8. Post-Secondary Goals** shows students how to complete the Post-Secondary Goals section of their ILP.
- 9. Career Planning Activities** shows students how to record and organize their career planning activities.
- 10. Activities & Interests** helps students record their extracurricular activities, organizations that they participate in, and the hobbies they enjoy.
- 11. Community Service and Work Experience** helps students document their work and community service learning experiences.
- 12. Awards & Recognitions** helps students keep track of the awards, certificates, and recognitions they have received.
- 13. High School Education Plan** helps students create a personalized high school education plan based on their career interests.

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14. Learning Services helps students create a personalized high school education plan based on their career interests.

15. Using the Resume Builder takes students through the process of using information in their ILP to create a professional resume.

Note: Most sections of the ILP and Resume Builder tools can be disabled through the School ILP Administration Tool (SIAT), so it is possible that some users may not have access to all these features. Before you begin, please consult with your ILP administrator to make sure the sections covered in these activities are enabled at your school.

ILP Activity 1: Getting Started With Your ILP

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What is the Individual Learning Plan?

Your Individual Learning Plan (ILP) is an online education planning tool to help you plan your coursework and activities as you prepare for post-secondary education and develop your career goals. The ILP helps you, your parents, teachers, and advisors work together to develop an education plan that meets your needs and helps ensure that you can achieve your career goals.

What can you do with your ILP?

You can:

- Save your assessments results
- Keep notes on the careers and schools that interest you
- Save information about scholarships and financial aid you qualify for
- Develop an education plan based on your career interests
- Track your career preparation and planning activities
- Record your career and life goals
- List the organizations, activities, and hobbies that you participate in
- Document your work and volunteer experiences, as well as awards and recognitions you have received
- Store related documents, such as scanned artwork, letters of reference, essays, and presentations
- Share your ILP with college admissions staff, organizations offering scholarships, and potential employers
- Create a personalized, professional-looking resume

Getting started with your ILP

You can access your ILP from school, home, or anywhere you have access to the Internet.

Step 1: Log into your ILP

Go to **www.careercruising.com/ILP**. Enter your personal ILP username and password in the spaces provided. Click on the Login button.

ILP Activity 1: Getting Started With Your ILP

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Step 2: Enter Your Email Address

When you log into your ILP for the first time, you should enter an email address in the box that appears. Entering your email will allow you to retrieve your ILP password in case you forget it.

Finally...

If you are going to work on your ILP right now, continue to Activity #2. If you want to work on your ILP later, log out now by clicking on the gray Logout button.

ILP Activity 2: Saving Your Career Matchmaker Results

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You can store and access multiple Career Matchmaker results in your ILP. You can also identify a Best Match result set, answer more questions to improve your results, change your answers, see recommended career clusters, and select a level of education.

Go to www.careercruising.com/ILP.

Enter your personal ILP username and password. Click on the Login button.

Part 1: Completing Career Matchmaker

Step 1. Click on the blue Career Cruising button in the menu on the left, and select Career Matchmaker from the submenu. Click on New Matchmaker Session.

Read the instructions and click Start! to begin answering questions.

Step 2. Answer the first 39 questions. (Do your best! The more thought you put into these answers, the better your results will be. If you need more information about a question, click on the More Info button beside the question.) Career Matchmaker will suggest careers that match your answers.

Step 3. When prompted, name your Matchmaker results and save them to your ILP.

Step 4. You will see that Matchmaker has suggested careers that match your answers to the interest questions. We strongly recommend that you go through the second round of questions to further narrow down your results. Click on the blue Answer More Questions link in the Improve Results section on the right side of the page.

Answer as many questions as possible, then click the gray View Career Suggestions So Far button near the bottom of the page. Career Matchmaker will update your list of career suggestions.

Step 5 Save any changes to your Matchmaker results when prompted, or you can click the gray Save To My ILP button at the bottom right.

Part 2: Recalling Your Career Matchmaker Results

When you click on the blue Career Cruising button on the ILP Homepage and select the Career Matchmaker submenu option, you will see all your saved Matchmaker result sets, your recommended career clusters, your selected level of education, and a list of the Top 10 Career Matchmaker Suggestions for your Best Match result set. To see your complete list of career suggestions and to access all of the features and options on the Career Suggestions page, click on the Load These Results button at the bottom of the page.

ILP Activity 2: Saving Your Career Matchmaker Results

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On the Career Suggestions page you can:

Learn why a career was suggested for you:

Click on the name of a career on the list. You will see how your interests compare to the activities involved in this career.

Learn more about the careers on your suggestion list:

Click on the name of a career on the list and use the blue buttons on the left side of the occupation profile page to learn about the work tasks, working conditions, typical earnings, required education or training, and other information related to the career.

View recommended clusters:

Click on a suggested Kentucky Career Cluster under the Cluster Recommendations heading to see which careers from your suggestion list are included in that cluster.

Improve Results:

If you haven't already, click on the Answer More Questions link to answer additional Career Matchmaker questions. You can also click on the Review My Answers link to view a list of your responses to all the questions you have been asked so far, make changes to your responses, and update your Suggested Careers list based on the new responses.

Select the level of education you plan to complete:

Click on the Change link in the Type Of Education section if you would like to limit your suggestions to occupations requiring a certain type of education. For example, if you have a high school education and are interested in attending a 2-year college or completing vocational training rather than a 4-year college, select High School and Community College, then click Next.

See how careers that did not appear on your list compare to your interests:

Click on the See How Other Careers Match Up With My Answers link under the Other Options heading and search for a career that did not appear on your suggestion list. Click on the career name to find out how your interests compare to activities involved in that career.

Complete the My Skills assessment:

Click on the Complete My Skills link and rate your skill level in 45 skill areas. You will then see a skills score beside the name of each suggested occupation. *(Please note that your skill results do not affect the order of the careers that appear on your list.)*

If you complete additional questions or you make any changes to your answers, be sure to resave your results by clicking on the gray Save To My ILP button in the menu on the right side of the page.

Finally...

If you are going to work on your ILP right now, continue to Activity #3. If you want to work on your ILP later, log out now by clicking on the gray Logout button.

ILP Activity 3: Careers That Interest Me

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In your ILP, you can bookmark careers that you are considering pursuing. You can quickly access the career profile, record your thoughts about each career, and access education information related to your career interests as you create your education plan.

Go to **www.careercruising.com/ILP**. Enter your personal ILP username and password. Click on the Login button.

Part 1: Exploring Careers from Matchmaker Results

Once you have completed Career Matchmaker, you can use your Suggested Careers list to browse through the careers that you are most interested in pursuing.

- Step 1.** Click on the blue Career Cruising button and select Career Matchmaker from the submenu. If you have saved your Career Matchmaker results to your ILP, you will see your top 10 career suggestions for your Best Match results.
- Step 2.** Click the Load These Results button to return to the list of suggested careers that you have identified as your Best Match. If you haven't already, you can answer more questions to improve your results, change your answers, see recommended career clusters, or select a level of education. If you make any changes, be sure to save your results when prompted to or by clicking on the gray Save to my ILP button. Click on a few of the careers to learn more about them and to see which ones you would most like to pursue. You can read about working conditions, earnings, education, how they suit your interests, and see interviews with real people in each occupation.
- Step 3.** When you have found a career that interests you, click on the gray Save To My ILP button, located at the bottom of the button menu on the left side of the page. This career will now be saved in the Careers That Interest Me section of your ILP.
- Step 4.** In your ILP, next to the career you saved, you will see the option to add a comment. Click the Add Comment link and type in what you like most about this career and why you want to pursue it. Click Save.

Part 2: Searching for Careers

You can also save careers to your ILP from the Explore Careers section of Career Cruising.

- Step 1.** Click on the blue Career Cruising button on your ILP homepage and select Careers That Interest Me from the submenu.
If you do not have any careers saved to your ILP, click on the Explore Careers link.
If you have already saved careers from your Matchmaker suggestions, you can click on the Add New Careers button at the bottom of the screen.

ILP Activity 3: Careers That Interest Me

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Step 2. You can search for careers in a number of ways:

If you already know what career you are looking for, try the keyword or the index search.
To find careers related to a particular school subject, click on Search By School Subject.
To find careers in a particular cluster, click on Kentucky Career Clusters.
To search for occupations in the military, click on Military Careers.

Step 3. When you have found a career that interests you, click on the gray Save To My ILP button, located at the bottom of the button menu on the left side of the page. This career will now be saved in the Careers That Interest Me section of your ILP.

Step 4. Next to the career you saved, you will see the option to add a comment. Click the Add Comment link and type in what you like most about this career and why you want to pursue it. Click Save.

Part 3: Using Career Selector

The Career Selector allows you to search for careers based on earnings, core tasks, working conditions, level of education, school subject, and cluster.

Step 1. In your ILP, click on the Careers That Interest Me button, and then select the Career Selector tab.

Step 2. Click on the Career Selector link.

Step 3. Use the blue buttons on the left to select the criteria that are important to you. Once you have made your selections, click on the gray View Results button to see careers that match your selections. If you receive 0 matches, click on the View Close Matches tab to find careers that match most, but not all, of your criteria.

Use the Review Your Search Criteria tab to review your selections. Use the Compare Other Careers tab to search for careers that didn't appear on your list to see how they compare with the criteria that you have indicated is important to you.

Step 4. Click on the gray Save To My ILP button. You can return to your saved Career Selector results at any time by clicking on the Careers That Interest Me section of your ILP and then on Career Selector. You can click on View Results for any Career Selector results you have saved.

If you make any changes, be sure to save the changes when prompted to or by clicking on the Save To My ILP button in the results section of the Career Selector.

Finally...

If you are going to work on your ILP right now, continue to Activity #4. If you want to work on your ILP later, log out now by clicking on the gray Logout button.

ILP Activity 4: Schools That Interest Me

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You can use your ILP to store information about post-secondary schools that offer the education and training you need to pursue your career goals.

Go to **www.careercruising.com/ILP**. Enter your personal ILP username and password. Click on the Login button.

Part 1: Find Schools Based on Your Career Interests

- Step 1.** Once you have saved careers to your ILP, click on the blue Careers That Interest Me button. Click on a career that you are interested in pursuing to go the occupation profile.
- Step 2.** Click on the blue Education button. Read through the educational requirements for that career. Under “Related College Programs” you will find links to schools offering post-secondary programs related to that career. The most closely related programs are at the top of the list. *(Note: There are a few careers that do not have any related college programs. If the career you chose does not have any related programs, select another career that interests you.)*
- Step 3.** When you click on a program name, you will see a list of schools in your state that offer the program. You can also select a different state or region from the list at the bottom of the page. Browse through the list of schools and select one that interests you. Click on the school name and write down the following information:
- School Name:** _____
- Type of School (2-Year, 4-Year, Career & Tech):** _____
- Program Name:** _____
- Step 4.** Read through the rest of the school profile.
- Step 5.** If this school interests you, click on the gray Save To My ILP button in the menu on the left side of the school profile page. The school will now be saved in the Schools That Interest Me section of your ILP
- Step 6.** Click the Add Comments icon next to the school you saved and enter the program name and type. Click Save. You can add as many schools as you like. If there is more than one school you are interested in, it is a good idea to specify which career each program is related to in your comments.

Part 2: Other Ways to Search for Schools

You can also add schools through the Explore Schools section.

ILP Activity 4: Schools That Interest Me

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Step 1. Click on the Schools That Interest Me button on your ILP homepage. Select My Saved Schools from the submenu.

If you have not saved any schools to your ILP, click on the Explore Schools link. If you already have schools saved to your ILP, click on the Add Schools button.

Step 2. There are a number of ways to search for schools:

If you already know which school interests you, click on the Search For Schools button and type the name of the school in the search box. Then click on Go!

To search for schools by state, click on the Search For Schools button and click on a state on the national map. Then click on the name of a school that interests you.

You can also search for programs directly by clicking on Search For Programs. You can search for programs by name or by cluster area. To search by cluster, click on the program area that interests you. Continue to narrow down your selections until you come to a list of schools by state. Click on the name of a school that interests you.

Step 3. Browse through the information about that school. You can visit the school's website for more details. Once you have found a school that you would like to save to your ILP, click on the gray Save To My ILP button. This school will now be saved in the Schools That Interest Me section of your ILP.

Step 4. Click the Add Comments icon next to the school you saved and enter what appeals to you about this school (*e.g. a program, tuition, location, student life, etc*). Click Save. You can add as many schools as you like.

Part 3: Using the School Selector

You can use the School Selector tool to search for schools based on a variety of factors. You can specify criteria such as on-campus services, admission difficulty, tuition, and athletics.

Step 1. Click on the Schools That Interest Me button on your ILP homepage. Select School Selectors from the submenu.
Click on the School Selector tab. If you have not saved any School Selector results to your ILP, choose either the Undergraduate School Selector link or the Career & Technical School Selector link, depending on which level of education you would like to pursue. If you already have School Selector results saved to your ILP, click on the View Results link.

Step 2. Use the blue buttons on the left to select the criteria that are important to you. Once you have made your selections, click on the gray View Results button to see schools that match your selections. If you receive 0 matches, click on the View Close Matches tab to find schools that match most, but not all, of your criteria.

ILP Activity 4: Schools That Interest Me

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Step 3. Select a school and browse through the information about that school. You can use the Compare School button on the left side of the school profile page to view two different school profiles side by side to compare data and evaluate which of the schools is the best option for you. You can also visit the school's website for more information.

Once you have found a school that you would like to save to your ILP, click on the gray Save To My ILP button. The school will now be saved in the Schools That Interest Me section of your ILP.

Finally...

If you are going to work on your ILP right now, continue to Activity #5. If you want to work on your ILP later, log out now by clicking on the gray Logout button.

ILP Activity 5: Scholarships & Financial Aid

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Career Cruising's financial aid database includes details on thousands of private scholarships, grants, awards, fellowships, and other assistance programs that you can store in your ILP. Use the Financial Aid Selector to learn about financial aid programs that can help you pay for your education.

On the Main page, click on the ILP button in the top menu bar and log into your ILP.

Step 1. Click on the Scholarships & Financial Aid button on your ILP homepage. Select Financial Aid Selector from the submenu.

If you have not saved any Financial Aid Selector results to your ILP, click on the Financial Aid Selector link. If you already have Financial Aid Selector results saved to your ILP, click on the View Results link.

Step 2. Use the blue buttons on the left to fill in information about yourself and your intended education path. For the best results, **please answer all the questions**. Once you have made your selections, click on the gray View Results button to see scholarships that match your selections.

Step 3. Use the gray Save To My ILP button to save your Financial Aid Selector results to the Scholarships & Financial Aid section of your ILP. To view saved results, click on the Scholarships & Financial Aid button on your ILP homepage and select Financial Aid Selector from the submenu.

Step 4. Click on the name of a scholarship to learn more about the award, including eligibility, application information and deadline, and the name of the donor or sponsor. To save a specific scholarship, click on the Save To My ILP link at the top of the Scholarship Details page. To view saved scholarships, click on the Scholarships & Financial Aid button on your ILP homepage and select My Saved Scholarships from the submenu.

Finally...

If you are going to work on your ILP right now, continue to Activity #6. If you want to work on your ILP later, log out now by clicking on the gray Logout button.

ILP Activity 6: Career & Life Goals

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Goal setting is an essential component of planning your career and education development. Setting and implementing goals is necessary to maximize achievement.

Career and Life Goals

This section of your ILP encourages you to consider what is most important to you, and to look at where you want to be after you finish high school and what you want to do in the meantime. This section also provides you with a space to reflect on your short and long-term career and life goals.

Go to **www.careercruising.com/ILP**. Enter your personal ILP username and password. Click on the Login button.

Click on the blue Goals & Plans button and select Career and Life Goals from the submenu.

Step 1. Describe the goals that you have for the immediate future in the Short Term Goals section. If you want to see sample goals, click on the Examples link.

Step 2. Describe the goals that you want to achieve over a longer period of time in the Long Term Goals section. If you want to see sample goals, click on the Examples link.

Step 3. When you have entered your thoughts, click the gray Save Goals button.

Finally...

If you are going to work on your ILP right now, continue to Activity #7. If you want to work on your ILP later, log out now by clicking on the gray Logout button.

ILP Activity 7: Career Cluster Interests

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The Career Cluster Interests section of the ILP allows you to record which of the Kentucky Career Clusters interest you and why. Career Clusters are broad groups of occupations related by industry, type of work, or other common characteristics.

Go to **www.careercruising.com/ILP**. Enter your personal ILP username and password. Click on the Login button.

Explore Kentucky's Career Clusters

Click on the blue Goals & Plans button and select Career Cluster Interests from the submenu.

Step 1. Read through the list of career clusters, including the two cluster matches suggested by your Career Matchmaker session. Click on a cluster title to read a brief description of the title and look through a list of related careers.

Step 2. Click on a few of the career names and read through the occupation profiles to get a sense of what the career involves.

Step 3. Choose at least two Career Clusters that you would be interested in pursuing. On the Career Clusters Interest page, check the box beside the clusters you have selected.

Step 4. In the Comments area, record what you like about this cluster and why, as well as any other details that are important. For example:

Cluster: Health Science

Comment: I think there are a number of medical specialty careers in this cluster that would be suitable for me because I enjoy caring for people and learning about health and wellness.

Step 5. Once you have entered your comments, click the gray Save button at the bottom of the page.

Career Matchmaker Recommended Clusters

If you have saved results from Career Matchmaker, you will have two recommended Career Clusters. Clicking on one of the suggested clusters will display a list of careers from your Matchmaker suggestion list that are included in that cluster.

Finally...

If you are going to work on your ILP right now, continue to Activity #8. If you want to work on your ILP later, log out now by clicking on the gray Logout button.

ILP Activity 8: Post-Secondary Goals

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This section of your ILP brings together all of the activities and exploration you have done into a plan for post-secondary education. The Post-Secondary Goals section asks you to prioritize your interests and to thinking about how you will reach your goals.

Go to **www.careercruising.com/ILP**. Enter your personal ILP username and password and click Login.

Post-Secondary Goals

Click on the blue Goals & Plans button and select Post-Secondary Goals from the submenu.

Step 1. Select the two Kentucky Career Clusters that you are most interested in. Your saved Career Clusters Of Interest and Matchmaker Recommended Clusters will be displayed.

Step 2. By now, you have probably looked at a number of occupation profiles in Career Cruising and saved some of those careers to your ILP. Your saved careers will be displayed in the Careers That Interest Me chart. Select the top three careers that you are most seriously interested in pursuing.

You can select the careers that you have saved to your ILP from the dropdown menu. If the careers that interest you most do not appear on that list, you can click on the Enter Your Own link and type in the name of the career that interests you.

Once you have entered your top three careers, click on the gray Save & Continue button.

Step 3. Select the level of education you plan on pursuing to meet your career goals.

Step 4. You have likely explored a number of college profiles in Career Cruising and saved the schools that meet your needs to your ILP. The schools you have saved will be displayed in the Schools That Interest Me chart.

Select the top three schools that you are most interested in applying to or attending. If the school you are interested in does not appear in your list, click on the Enter Your Own link and type in the name of the school.

Once you have entered your top three schools, click on the gray Save & Continue button.

Step 5. What sources of funding are you going to need in order to pay for your post-secondary education? Select the options you will pursue.

Step 6. Click the gray Save button.

Finally...

If you are going to work on your ILP right now, continue to Activity #9. If you want to work on your ILP later, log out now by clicking on the gray Logout button.

ILP Activity 9: Career Planning Activities

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The purpose of this section of the ILP is to record career planning activities in which you have participated.

Part 1: Think about career planning activities

Career planning activities, such as job shadowing, attending career or college fairs, and involvement in career development organizations, can help your career exploration and development in a number of ways. Some activities involve exploring the opportunities that are available and learning more about the career and education options that you are interested in. Activities can also help with meeting people, making networking connections, and gaining experience in areas that you would like to pursue.

Part 2: Document your career planning activities in your ILP

Go to www.careercruising.com/ILP. Enter your personal ILP username and password. Click on the Login button.

Click on the blue Goals & Plans button and select Career Planning Activities from the submenu.

Step 1. Select an activity that you have completed or are involved in from the dropdown menu.

Step 2. Enter the name of the activity, organization, or your role within the organization.

Step 3. Fill in the start and end dates (month and year) for that activity.

Step 4. Record what you did, what you learned from that activity, new skills you acquired, and any other important information in the Description area.

Step 5. Attach any related files by clicking on the blue Attach File link.

Step 6. Click the gray Save button. The activity will then be listed at the bottom of the page.

Step 7. Continue to add other career planning and exploration activities you have completed, as you did before.

You can edit and delete your activities once they have been saved by clicking on the appropriate link. Be sure to save any changes you make!

Finally...

If you are going to work on your ILP right now, continue to Activity #10. If you want to work on your ILP later, log out now by clicking on the gray Logout button.

ILP Activity 10: Activities & Abilities

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You can use your ILP to store a variety of information about the extracurricular activities that you participate in, including organized structured activities, such as memberships in clubs and other organizations, and independent hobbies and interests that you enjoy.

Go to **www.careercruising.com/ILP**. Enter your personal ILP username and password. Click on the Login button.

Organizations & Activities

The purpose of the Organization & Activities section is to document the organizations that you participate in. These may be school clubs, interest groups, athletic leagues, or other structured activities.

Click on the blue Activities & Experiences button and select Organizations & Activities from the submenu.

Step 1. Select an activity area from the dropdown menu.

Step 2. Choose the name of the organization that you are a part of or if the organization does not appear, click on the Enter Your Own link and type the name in the textbox.

Step 3. Fill in the start and end dates (month and year) for your involvement that group.

Step 4. In the Description area, record how you are involved, what your involvement is, and what skills you have gained from it.

Step 5. Attach any related files by clicking on the blue Attach File link.

Step 6. Click the gray Save button. The activity will then be listed at the bottom of the page.

Step 7. Continue to add other organizations and activities you have participated in, as you did before.

You can edit and delete your activities once they have been saved by clicking on the appropriate link. Be sure to save any changes you make!

Hobbies & Interests

Here you can record extracurricular activities, sports, hobbies, and other independent activities you are involved with.

Click on the blue Activities & Experiences button and then select Hobbies & Interests from the submenu.

ILP Activity 10: Activities & Abilities

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Step 1. Select an activity area from the dropdown menu. Check off the activities that you participate in.

For each activity record how you are involved and what skills you have learned from it. For example, if you are an avid collector, you may have gained organizational skills.

If you participate in any activities that are not on the list, you can use the Enter Your Own spaces at the bottom of the list.

Step 2. Click on the gray Save button.

Step 3. Continue to add activities you are involved in as you did before.

Finally...

If you are going to work on your ILP right now, continue to Activity #11. If you want to work on your ILP later, log out now by clicking on the gray Logout button.

ILP Activity 11: Community Service & Work Experiences

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Documenting your community service learning and work experiences is an essential part of developing your Individual Learning Plan (ILP).

Go to **www.careercruising.com/ILP**. Enter your personal ILP username and password. Click on the Login button.

Community Service Experiences

In this section, you will record your community service learning and volunteer experiences. Volunteering is a great way to contribute to your community and acquire work skills and experiences.

Step 1. Click on the blue Activities & Experiences button and then select Community Service from the submenu.

Step 2. Click on the Add Community Service button.

Step 3. Enter your position title, organization, city, state, and dates of involvement. If you are still participating, select To Present in the month field for the end date.

Step 4. Enter the number of hours you have completed in this position.

Step 5. In the Description field, enter your regular duties and special projects you were involved with throughout the course of your work.

Step 6. Attach any related files by clicking on the blue Attach File link.

Step 7. Click on the gray Save button.

Step 8. Add other community services experiences as you did before.

Work Experiences

In this section, you will record your work experience. Work experience does not have to be paid. You can include unpaid work, such as internships or co-op placements.

Step 1. Click on the blue Activities & Experiences button and then select Work Experiences from the menu below.

Step 2. Click on the Add Work Experience button.

Step 3. Enter your position title, employer, city, state, and dates of employment. If you are still working in this position, select To Present in the month field for the end date.

ILP Activity 11: Community Service & Work Experiences

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Step 4. In the Description field, enter your regular duties, special projects you were involved with, or accomplishments you achieved throughout the course of your work.

Step 5. Attach any related files by clicking on the blue Attach File link.

Step 6. Click the gray Save button.

Step 7. Add other relevant work experience as you did before.

Finally...

If you are going to work on your ILP right now, continue to Activity #12. If you want to work on your ILP later, log out now by clicking on the gray Logout button.

ILP Activity 12: Awards & Recognitions

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In this section, you can record any awards, recognitions, and certificates you have received, including academic awards, training certifications, and other recognitions.

Go to **www.careercruising.com/ILP**. Enter your personal ILP username and password. Click on the Login button.

Awards & Recognitions

- Step 1.** Click on the blue Awards & Recognitions button and then click on the Add Award/Recognition button.
- Step 2.** Enter the name of an award or recognition you have received.
- Step 3.** Select the date you received the award or recognition.
- Step 4.** In the Description field, enter what the award is for, who it was awarded by (*e.g. school, community organization, government, etc.*), and any other information you feel is important.
- Step 5.** Attach any related files by clicking on the blue Attach File link.
- Step 6.** Click on the gray Save button.
- Step 7.** Add other awards and recognitions you have received.

Finally...

If you are going to work on your ILP right now, continue to Activity #13. If you want to work on your ILP later, log out now by clicking on the gray Logout button.

ILP Activity 13: Course of Study

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The ILP tool allows you to create and store your high school course of study by recording the courses you have taken, are taking, and plan to take in the future. With your counselor's advice, this plan will help you organize your courses to meet your career goals.

Some things to consider . . .

There are a lot of factors you need to consider when putting together your course of study. What level of education do you need to pursue your career goals? What subject areas are important for your career path? You need to choose courses that will meet the requirements of the post-secondary programs you want to enter after high school. If you are planning on attending a 4-year college, you will need more advanced academic-level courses. If you are planning on attending a 2-year college or completing apprenticeship training, then you may want to take more applied courses.

You also need to ensure that your course of study fulfills your school's graduation requirements.

CREATING YOUR COURSE OF STUDY

Part 1: Course Selection

Go to www.careercruising.com/ILP. Enter your personal ILP username and password. Click on the Login button.

Step 1. Click on the blue Course of Study button.

Step 2. You can view graduation requirements to see how many credits you need and in what areas in order to earn your high school diploma. To view the graduation requirements click on the View Graduation Requirements link on the right side of the page.

The Graduation Requirements will open in a new window so that you can navigate back and forth between the requirements and your course selections. Your district may have multiple diploma options; you can see what options are available and select the diploma you plan to pursue.

Step 3. In consultation with your counselor, select courses that interest you and will help you meet your career goals. Be sure that you have included the prerequisites (i.e., courses you have to pass before you can take a particular course) for all the upper year courses you want to take.


Part 2: Enter Your Courses


On the Course of Study page, select Grade 9 from the dropdown menu.

ILP Activity 13: Course of Study


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Adding courses you plan to take

For each subject area, look through the dropdown menu of courses offered. Select a course you plan to take and click Add. Once you have added the course, you can access a description of the course by clicking on the  icon in the column on the right side of the page.

If you no longer want to take this course, click on the  icon.

Adding courses you have already taken or are taking now

For each subject area, look through the dropdown menu of courses offered. Select a course you have taken or are taking now and click Add. Once you have added the course, you can access a description of the course by clicking on the  icon in the column on the left side of the page.

Click on the  icon to edit the details for your course, and click on the Save button.

Part 3: Checklist for your Course of Study

Make sure your Course of Study satisfies the following conditions:

- ☐ Do your course selections meet your school's graduation requirements?
- ☐ Do your course selections meet post-secondary school prerequisites for subject areas?
- ☐ Do your course selections meet post-secondary school prerequisites for academic level?

Finally...

If you are going to work on your ILP right now, continue to Activity #14. If you want to work on your ILP later, log out now by clicking on the gray Logout button.

ILP Activity 14: Learning Services

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The Learning Services section of your ILP allows you to record details about learning options or programs that you participate in, both inside and outside of school. This could include Gifted and Talented programs, limited English proficiency options, private tutoring, and other services.

Go to **www.careercruising.com/ILP**. Enter your personal ILP username and password. Click on the Login button.

Learning Services

Step 1. Click on the blue Learning Services button and then click on the Add Service button.

Step 2. In the Learning Service Details chart, select the type of service you received or are receiving and the goal of the service.

Step 3. Select the dates you participated.

Step 4. In the Comments field, enter what the program or service involved, if it has or is helping achieve the goals of the service, and any other important information.

Step 5. Click on the gray Save button.

Step 6. Add other learning services you have received or are currently participating in.

Finally...

If you are going to work on your ILP right now, continue to Activity #15. If you want to work on your ILP later, log out now by clicking on the gray Logout button.

ILP Activity 15: Using the Resume Builder

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You can use the information you have entered in your ILP to create a great resume, using Career Cruising's Resume Builder.

Go to **www.careercruising.com/ILP**. Enter your personal ILP username and password. Click on the Login button.

Click on the blue Resume Builder button in the menu on the left side of the page. Edit the information on your resume by clicking on the buttons on the left side of the page.

Step 1: Personal Profile

You should review the information in the Personal Information section, such as your name, address, and other contact information to make sure that what appears there is what you want to appear on your resume.

Step 2: Career Objective

This is a short statement indicating what type of work you are looking for (*full-time or part-time*); the particular kind of position you want (*cashier, lifeguard, etc.*); and what you hope to achieve.

Step 3: Education

Enter your education information. Use the Description field to list any specific details you might want potential employers to know, such as specific course you have taken related to positions that interest you.

Step 4: Work Experiences

If you entered your Work Experiences in your ILP, this section will already be filled out. You can add, delete, or edit your entries here.

If you have not filled out the Work Experiences section of your ILP, click Add Work Experience.

Work experience does not have to be paid. You can also include unpaid work, such as internships or co-op placements.

- i) Enter your position title, employer, city, state, and dates of employment.
- ii) In the Description field, enter your regular duties, special projects you were involved with, and accomplishments you achieved throughout the course of your work.
- iii) Click the gray Save button.
- iv) Add other relevant work experience as you did before.

ILP Activity 15: Using the Resume Builder

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Step 5: Community Service

If you entered your Community Service experiences in your ILP, this section will already be filled out. You can add, delete, or edit your entries here.

If you have not filled out the Community Service section of your ILP, click Add Community Service.

- i) Enter your position title, organization, city, state, and dates of involvement.
- ii) In the Description field, enter your regular duties, special projects you were involved with, total number of service hours, and accomplishments you achieved through the course of your work.
- iii) Click the gray Save button.
- iv) Add other relevant community service experiences as you did before.

Step 6: Awards & Recognitions

If you entered your Awards & Recognitions in your ILP, this section will already be filled out. You can add, delete, or edit your entries here.

If you have not filled out the Awards and Recognitions section of your ILP, click Add Award/Recognition.

- i) Enter the name of the award.
- ii) Select the date you received the award.
- iii) In the Description field, enter what the award is for, who it was awarded by (*e.g. school, community organization, government, etc.*), and any other information you feel is important.
- iv) Click on the gray Save button.
- v) Add all awards and recognitions you have received that you would like to include on your resume.

Step 7: Organizations & Activities

If you entered the Organizations & Activities in which you participate in your ILP, this section will already be filled out. You can add, delete, or edit your entries here.

If you have not filled out the Organizations & Activities section of your ILP,

- i) Select an activity area from the dropdown menu.

ILP Activity 15: Using the Resume Builder

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- ii) Select the Organization Name or click on the Enter Your Own link and type in the organization name if it does not appear. Enter the dates you participated in the group or activity.
- iii) In the Description area, record how you are involved, what your involvement is, and what skills you have gained from it.
- iv) Click on the gray Save button.
- v) Continue to add activities you are involved in as you did before.

Step 8: Hobbies & Interests

If you entered your Hobbies & Interests in your ILP, this section will already be filled out. You can add, delete, or edit your entries here.

If you have not filled out the Hobbies & Interests section of your ILP,

- i) Select an activity area from the dropdown menu.
 - ii) Check off the activities that you participate in. For each activity record how you are involved and what skills you have gained from it. For example, if you are an avid collector, you may have great organizational skills.
- If you participate in any activities that are not on the list, you can use the Enter Your Own spaces at the bottom of the list.
- iii) Click on the gray Save button.
 - iv) Continue to add activities you are involved in as you did before.

Step 9: Skills and Abilities

Skills and abilities are an essential part of your resume. You can gain skills in a variety of ways, at school, at home, through extracurricular activities and other experiences.

- i) Select a skill area from the dropdown menu.
- ii) Select the skills you possess and make note of how you acquired or use these skills. If you want to enter a skill that does not appear on the list, you can use the Enter Your Own spaces at the bottom of the list.
- iii) Click the gray Save button.

ILP Activity 15: Using the Resume Builder

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iv) You can select other skills by choosing the area from the dropdown menu and repeating the previous steps.

Step 10: References

References are people that potential employers can contact to learn more about you and verify information on your resume. References are usually current or former employers, teachers, or people who have overseen extracurricular activities (*e.g. coaches, supervisors, etc.*).

Typically, you should have two or three references. Be sure to ask people before you list them as references and inform them of all the important details of the job you are applying for (*e.g., qualifications, job duties, etc.*).

Step 11: Additional Information

If there is any additional information you would like potential employers to know, you can enter it here.

Step 12: Formatting and Viewing Your Resume

Click on the blue Format & View button.

i) Select a format for your resume. There are three styles to choose from. To see a sample, click on the Example link below each style.

ii) Select which sections you would like to include in your resume. Some information may not be relevant to particular employers.

iii) Click on the Set Order link and drag and drop the sections in the order you want them to appear on your resume.

iv) Preview your resume.

Step 13: Printing and Exporting

Click on the blue Print/Export button.

You can print your resume using the Print feature in your browser.

You can also export your resume in various file formats. Select the format you want, and click the gray Export button.

You can also print or export a sheet listing your references in the same style as your resume.

Note: To return to the ILP Homepage at any time, click on the blue ILP Homepage button. Remember to save the information you enter for each section of your resume before returning to the ILP Homepage.

ILP Activity 15: Using the Resume Builder

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Some things to consider when writing a resume:

Your resume is your introduction to potential employers. It is a summary of your qualifications, outlining your skills, abilities, and experience. The goal of a resume is to tell an employer why he or she should hire you.

Be honest – Don't list skills or experience you don't have.

Be brief – Employers are looking for a summary of your qualifications, not a biography.

Be relevant – Limit your resume to what might be of interest to potential employers.

Proofread – Make sure your resume has no spelling or grammatical mistakes.